



Town Board Agenda Regular Meeting June 4, 2024 5:30 P.M.

MISSION STATEMENT

"The Town of Center, Colorado shall provide strong leadership, inspire community pride, maintain fiscal accountability and through its employees offer a high level of service to the residents, businesses, and visitors of the community."

"THIS AGENDA MAY BE AMENDED"

Workshop - 5:30 p.m.

Financial Workshop

MEETING CALLED TO ORDER UPON COMPLETION OF PUBLIC HEARING, ROLL CALL AND PLEDGE ALLEGIANCE

1. APPROVAL OF AGENDA
2. CITIZEN COMMENTS

Please limit your comments to 5 minutes, any comments that need further action will be forwarded to the correct Department.

3. FINANCIALS
4. PAYABLES
5. NEW BUSINESS
 - A. VARIANCE APPROVALS
 - B. APPRECIATION POST MASTER
 - C. CHECK SIGNER
 - D. ANIMAL CONTROL #
 - E. ORGANIZATIONAL STRUCTURE
 - F. UPDATE CODE ENFORCEMENT
 - G. UPDATE ON UTILITY EMPLOYEES
 - H. UPDATE ON TOWN HALL POSITION
 - I. UPDATE ON POLICY FOR FINANCIAL INVESTMENTS
 - J. UPDATE ON K-9 FUNDRAISING
6. OLD BUSINESS
 - A. LEASE TOWER MONIES
7. CALENDAR ITEMS
 - A.
8. ITEMS FOR NEXT MEETING
9. ADJOURNMENT

Posted on

June 3, 2024

Center Town Hall and Center Post office

This agenda may be amended

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
17219											
05/24	05/23/2024	17219	1249	VEMCO ELECTRICAL CONTRACT	4232	1	10-552-675-00	.00	28.59-	28.59-	V SUPPLIES
Total 17219:								.00		28.59-	
17224											
05/24	05/21/2024	17224	2193	EIDY EDUARDO GUADERRAMA	052824	1	01-557-535-30	.00	196.00	196.00	PER DIEM
Total 17224:								.00		196.00	
17225											
05/24	05/21/2024	17225	1373	FAMILY SUPPORT REGISTRY	052224	1	01-213-000-00	.00	248.30	248.30	FAMILY SUPPORT REGISTRY- 13993688
Total 17225:								.00		248.30	
17226											
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	1	01-552-000-72	.00	47.88	47.88	SUPPLIES-STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	2	12-552-675-00	.00	429.99	429.99	SUPPLIES - WATER
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	3	11-552-595-00	.00	409.96	409.96	UNIFORMS - TY
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	4	01-561-595-00	.00	84.98	84.98	UNIFORMS-ARNOLD
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	5	01-561-595-00	.00	189.99	189.99	UNIFORMS-ARNOLD
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	6	11-552-675-00	.00	.40	.40	SUPPLIES- UTILITIES
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	7	01-561-940-00	.00	33.95	33.95	SUPPLIES-STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	8	10-552-675-00	.00	118.94	118.94	SUPPLIES- UTILITIES
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	9	01-561-940-00	.00	19.99	19.99	SUPPLIES-STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	10	01-561-940-00	.00	25.16	25.16	SUPPLIES-STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	11	10-552-675-00	.00	2.79	2.79	SUPPLIES- UTILITIES
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	12	01-561-623-00	.00	17.95	17.95	SUPPLIES-STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	13	10-552-675-00	.00	11.98	11.98	SUPPLIES- UTILITIES
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	14	10-552-675-00	.00	9.98	9.98	SUPPLIES- UTILITIES
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	15	10-552-675-00	.00	5.98	5.98	SUPPLIES- UTILITIES
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	16	01-557-587-50	.00	16.98	16.98	K9- SUPPLIES - BUNGY CORD & RUBBER T
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	17	01-561-940-00	.00	8.99	8.99	SUPPLIES - PARK
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	18	01-557-587-20	.00	5.98	5.98	VEHICLE MAINTENACE - POLICE
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	19	01-561-940-00	.00	6.99	6.99	SUPPLIES-STREETS

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	20	01-561-940-00	.00	56.96	56.96	SUPPLIES-STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	21	01-557-579-20	.00	20.56	20.56	SUPPLIES - POLICE
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	22	01-561-940-00	.00	49.07	49.07	SUPPLIES - STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	23	01-561-940-00	.00	45.20	45.20	SUPPLIES-STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	24	01-552-000-72	.00	76.86	76.86	SUPPLIES - STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	25	01-561-940-00	.00	48.13	48.13	SUPPLIES-STREETS
05/24	05/21/2024	17226	1817	JOHN DEERE FINANCIAL	043024	26	01-561-595-00	.00	3.00	3.00	CREDIT - UNIFORMS - ARNOLD
Total 17226:								.00		1,742.64	
17227											
05/24	05/21/2024	17227	3348	KRIS DONALDSON	052824	1	01-557-535-30	.00	196.00	196.00	PER DIEM
Total 17227:								.00		196.00	
17228											
05/24	05/21/2024	17228	1384	HEATH CONSULTANTS, INC	66001	1	11-552-679-00	.00	530.75	530.75	calibrate units
Total 17228:								.00		530.75	
17230											
05/24	05/24/2024	17230	3350	ACE IN YOUR POCKET, INC.	21000	1	01-552-555-10	.00	885.80	885.80	COMMUNITY CLEAN UP
Total 17230:								.00		885.80	
17231											
05/24	05/24/2024	17231	1259	AMERICAN ELECTRIC COMPAN	0116-109488	1	12-552-676-00	.00	1,364.05	1,364.05	SUPPLIES
05/24	05/24/2024	17231	1259	AMERICAN ELECTRIC COMPAN	0116-109501	1	10-552-675-00	.00	52.71	52.71	SUPPLIES
Total 17231:								.00		1,416.76	
17232											
05/24	05/24/2024	17232	2078	BERG, HILL, GREENLEAF, RUS	043024	1	10-552-538-00	.00	392.00	392.00	AUGEMENTATION PLAN
Total 17232:								.00		392.00	
17233											
05/24	05/24/2024	17233	1780	CENTER CONSOLIDATED SCH	042024	1	01-552-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
05/24	05/24/2024	17233	1780	CENTER CONSOLIDATED SCH	042024	2	01-557-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
05/24	05/24/2024	17233	1780	CENTER CONSOLIDATED SCH	042024	3	01-561-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
05/24	05/24/2024	17233	1780	CENTER CONSOLIDATED SCH	042024	4	10-552-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
05/24	05/24/2024	17233	1780	CENTER CONSOLIDATED SCH	042024	5	11-552-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
05/24	05/24/2024	17233	1780	CENTER CONSOLIDATED SCH	042024	6	12-552-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
05/24	05/24/2024	17233	1780	CENTER CONSOLIDATED SCH	042024	7	01-552-537-30	.00	766.79	766.79	Center Parks & Rec
Total 17233:								.00		2,266.79	
17234											
05/24	05/24/2024	17234	1046	CENTRAL PUMP COMPANY	14632	1	12-552-776-10	.00	262.50	262.50	REPACK THE SYSTEM
Total 17234:								.00		262.50	
17235											
05/24	05/24/2024	17235	1047	CENTURYLINK	050824	1	01-552-537-00	.00	76.28	76.28	TELEPHONE
05/24	05/24/2024	17235	1047	CENTURYLINK	050824	2	10-552-537-10	.00	76.28	76.28	TELEPHONE
05/24	05/24/2024	17235	1047	CENTURYLINK	050824	3	11-552-537-01	.00	76.28	76.28	TELEPHONE
05/24	05/24/2024	17235	1047	CENTURYLINK	050824	4	12-552-537-01	.00	76.26	76.26	TELEPHONE
Total 17235:								.00		305.10	
17236											
05/24	05/24/2024	17236	3349	COLORADO RECYCLING LLC	534	1	01-552-555-10	.00	2,000.00	2,000.00	ROLL OFF CONTAINERS
Total 17236:								.00		2,000.00	
17237											
05/24	05/24/2024	17237	1065	COLORADO RURAL WATER AS	1617	1	12-552-535-30	.00	50.00	50.00	TRAINING
Total 17237:								.00		50.00	
17238											
05/24	05/24/2024	17238	3347	DANIEL VALADEZ	9017006	1	11-220-000-00	.00	144.31	144.31	DEPOSIT REFUND
05/24	05/24/2024	17238	3347	DANIEL VALADEZ	9017006	2	12-220-000-00	.00	30.00	30.00	DEPOSIT REFUND
05/24	05/24/2024	17238	3347	DANIEL VALADEZ	9017006	3	12-220-000-00	.00	30.00	30.00	DEPOSIT REFUND
Total 17238:								.00		204.31	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
17239											
05/24	05/24/2024	17239	1145	MICHAEL H TRUJILLO - PC	052024	1	01-552-538-10	.00	927.50	927.50	LEGAL
05/24	05/24/2024	17239	1145	MICHAEL H TRUJILLO - PC	052024	2	10-552-538-10	.00	927.50	927.50	LEGAL
05/24	05/24/2024	17239	1145	MICHAEL H TRUJILLO - PC	052024	3	11-552-538-10	.00	927.50	927.50	LEGAL
05/24	05/24/2024	17239	1145	MICHAEL H TRUJILLO - PC	052024	4	12-552-538-00	.00	927.50	927.50	LEGAL
Total 17239:								.00		3,710.00	
17240											
05/24	05/24/2024	17240	1294	MIDWEST RADAR & EQUIPMEN	1630	1	01-557-588-30	.00	164.98	164.98	SUPPLIES FOR THE UNITS
Total 17240:								.00		164.98	
17241											
05/24	05/24/2024	17241	2276	MOBILE RECORD SHREDDERS	CO87093	1	01-552-542-10	.00	26.99	26.99	SHREDDING
05/24	05/24/2024	17241	2276	MOBILE RECORD SHREDDERS	CO87093	2	10-552-542-10	.00	26.99	26.99	SHREDDING
05/24	05/24/2024	17241	2276	MOBILE RECORD SHREDDERS	CO87093	3	11-552-542-10	.00	26.99	26.99	SHREDDING
05/24	05/24/2024	17241	2276	MOBILE RECORD SHREDDERS	CO87093	4	12-552-542-10	.00	27.00	27.00	SHREDDING
Total 17241:								.00		107.97	
17242											
05/24	05/24/2024	17242	1164	O&V PRINTING	63099	1	01-557-596-00	.00	161.60	161.60	HIRING FLYERS - POLICE DEPARTMENT
Total 17242:								.00		161.60	
17243											
05/24	05/24/2024	17243	2681	RG AND ASSOCIATES, LLC	156906	1	06-552-000-71	.00	920.00	920.00	CONSAUL DEVELOPMENT COST ESTIMATE
Total 17243:								.00		920.00	
17244											
05/24	05/24/2024	17244	1192	S&S DISTRIBUTING, INC	19927	1	01-552-542-10	.00	2.25	2.25	COFFEE SUPPLIES
05/24	05/24/2024	17244	1192	S&S DISTRIBUTING, INC	19927	2	11-552-542-10	.00	2.25	2.25	COFFEE SUPPLIES
05/24	05/24/2024	17244	1192	S&S DISTRIBUTING, INC	19927	3	10-552-542-10	.00	2.25	2.25	COFFEE SUPPLIES
05/24	05/24/2024	17244	1192	S&S DISTRIBUTING, INC	19927	4	12-552-542-10	.00	2.25	2.25	COFFEE SUPPLIES
Total 17244:								.00		9.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
17245											
05/24	05/24/2024	17245	1205	SAN LUIS VALLEY REC	051524	1	01-561-544-00	.00	171.00	171.00	ELECTRICITY/CONSAUL
Total 17245:								.00		171.00	
17246											
05/24	05/24/2024	17246	1218	STUART C IRBY, CO	S013869321.	1	10-552-595-00	.00	90.00	90.00	UNIFORMS - ADAM VALDEZ
05/24	05/24/2024	17246	1218	STUART C IRBY, CO	S013869321.	2	10-552-595-00	.00	66.00	66.00	UNIFORMS - DUANE
05/24	05/24/2024	17246	1218	STUART C IRBY, CO	S013931964.	1	10-552-595-00	.00	160.50	160.50	UNIFORMS - ADAM VALDEZ
05/24	05/24/2024	17246	1218	STUART C IRBY, CO	S013931964.	2	10-552-595-00	.00	164.80	164.80	UNIFORMS - DUANE
05/24	05/24/2024	17246	1218	STUART C IRBY, CO	S013931964.	3	10-552-595-00	.00	11.16	11.16	shipping
Total 17246:								.00		492.46	
17247											
05/24	05/24/2024	17247	3346	SUNRISE ENGINEERING, LLC	0142646	1	11-552-538-00	.00	2,615.00	2,615.00	NATURAL GAS ENGINEER
Total 17247:								.00		2,615.00	
17248											
05/24	05/24/2024	17248	2010	WALL, SMITH, BATEMAN INC.	44174	1	10-552-532-00	.00	10,250.00	10,250.00	AUDIT FEES
05/24	05/24/2024	17248	2010	WALL, SMITH, BATEMAN INC.	44174	2	11-552-532-00	.00	10,250.00	10,250.00	AUDIT FEES
05/24	05/24/2024	17248	2010	WALL, SMITH, BATEMAN INC.	44174	3	12-552-532-00	.00	10,250.00	10,250.00	AUDIT FEES
05/24	05/24/2024	17248	2010	WALL, SMITH, BATEMAN INC.	44174	4	01-552-532-00	.00	10,250.00	10,250.00	AUDIT FEES
Total 17248:								.00		41,000.00	
331243											
05/24	05/14/2024	331243	1933	CARD SERVICES	033124-3	1	01-552-555-00	.00	7.99-	7.99-	V DOC FLY SUBSCRIPTION - KEITH
05/24	05/14/2024	331243	1933	CARD SERVICES	033124-3	2	12-552-535-20	.00	1,350.00-	1,350.00-	V travel- REBECCA AND MIKE
05/24	05/14/2024	331243	1933	CARD SERVICES	033124-3	3	12-552-535-20	.00	135.51-	135.51-	V TRAVEL - MIKE
Total 331243:								.00		1,493.50-	
331247											
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	1	01-552-535-30	.00	119.00	119.00	M STRATER HOTEL - BRIAN AND KEITH
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	2	10-552-535-30	.00	119.00	119.00	M STRATER HOTEL - BRIAN AND KEITH
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	3	11-552-535-30	.00	119.00	119.00	M STRATER HOTEL - BRAIN AND KEITH
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	4	12-552-535-30	.00	119.00	119.00	M STRATER HOTEL - BRIAN AND KEITH

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	5	12-552-731-00	.00	1,285.23	1,285.23	M AMAZON - BACKFLOW PREVENTORS
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	6	01-561-940-00	.00	164.94	164.94	M BIG R - SUPPLIES STREETS
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	7	10-552-535-20	.00	568.00	568.00	M COURTYARD - ADAM, JAIME, TY AND MARC
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	8	01-552-548-10	.00	472.50	472.50	M WEBROOT - ANTIVIRUS
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	9	10-552-548-10	.00	472.50	472.50	M WEBROOT - ANTIVIRUS
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	10	11-552-548-10	.00	472.50	472.50	M WEBROOT - ANTIVIRUS
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	11	12-552-548-10	.00	472.50	472.50	M WEBROOT- ANTIVIRUS
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	12	01-552-550-10	.00	125.70	125.70	M INDEED - TOWN MANAGER AD
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	13	10-552-550-10	.00	125.69	125.69	M INDEED - TOWN MANAGER AD
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	14	11-552-550-10	.00	125.69	125.69	M INDEED - TOWN MANAGER AD
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	15	12-552-550-10	.00	125.69	125.69	M INDEED - TOWN MANAGER AD
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	16	01-552-555-00	.00	25.24	25.24	M SIRUIS -
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	17	01-552-555-00	.00	17.49	17.49	M ZOOM
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	18	01-561-940-00	.00	517.30	517.30	M amazon- Traffic Cones - Police
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	19	01-561-598-00	.00	1,039.92	1,039.92	M amazon - Outdoor kennel
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	20	01-559-550-00	.00	33.24	33.24	M amazon - public works supplies
05/24	05/16/2024	331247	1933	CARD SERVICES	043024-1	21	12-552-595-00	.00	89.86	89.86	M amazon - shoes mario
Total 331247:								.00		6,609.99	
331248											
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	1	01-557-588-30	.00	173.35	173.35	M WALMART - MICRO
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	2	01-557-535-30	.00	138.56	138.56	M EXPEDIA - AARON
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	3	01-557-596-00	.00	28.69	28.69	M WALMART - CHIPS AND SUBS
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	4	01-557-535-30	.00	21.71	21.71	M CHICK-FIL-A -
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	5	01-557-535-30	.00	26.30	26.30	M CHIPOLTE
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	6	01-557-587-50	.00	14.00	14.00	M k-9 classified
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	7	01-557-535-30	.00	20.88	20.88	M FIVE GUYS
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	8	01-557-535-30	.00	15.66	15.66	M NOODLES & COMPANY
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	9	01-557-535-30	.00	12.93	12.93	M CHICK FIL A
05/24	05/16/2024	331248	1933	CARD SERVICES	043024-2	10	01-557-579-20	.00	372.00	372.00	M VALLEY LUMBER- PANEL PINE - VENEER
Total 331248:								.00		824.08	
Grand Totals:								.00		65,960.94	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	10.99	20,918.52-	20,907.53-
01-213-000-00	248.30	.00	248.30
01-552-000-72	124.74	.00	124.74
01-552-532-00	10,250.00	.00	10,250.00
01-552-534-45	250.00	.00	250.00
01-552-535-30	119.00	.00	119.00
01-552-537-00	76.28	.00	76.28
01-552-537-30	766.79	.00	766.79
01-552-538-10	927.50	.00	927.50
01-552-542-10	29.24	.00	29.24
01-552-548-10	472.50	.00	472.50
01-552-550-10	125.70	.00	125.70
01-552-555-00	42.73	7.99-	34.74
01-552-555-10	2,885.80	.00	2,885.80
01-557-534-45	250.00	.00	250.00
01-557-535-30	628.04	.00	628.04
01-557-579-20	392.56	.00	392.56
01-557-587-20	5.98	.00	5.98
01-557-587-50	30.98	.00	30.98
01-557-588-30	338.33	.00	338.33
01-557-596-00	190.29	.00	190.29
01-559-550-00	33.24	.00	33.24
01-561-534-45	250.00	.00	250.00
01-561-544-00	171.00	.00	171.00
01-561-595-00	274.97	3.00-	271.97
01-561-598-00	1,039.92	.00	1,039.92
01-561-623-00	17.95	.00	17.95
01-561-940-00	976.68	.00	976.68
06-201-000-00	.00	920.00-	920.00-
06-552-000-71	920.00	.00	920.00
10-201-000-00	28.59	13,905.05-	13,876.46-
10-552-532-00	10,250.00	.00	10,250.00
10-552-534-45	250.00	.00	250.00
10-552-535-20	568.00	.00	568.00
10-552-535-30	119.00	.00	119.00
10-552-537-10	76.28	.00	76.28
10-552-538-00	392.00	.00	392.00
10-552-538-10	927.50	.00	927.50
10-552-542-10	29.24	.00	29.24
10-552-548-10	472.50	.00	472.50

GL Account	Debit	Credit	Proof
10-552-550-10	125.69	.00	125.69
10-552-595-00	492.46	.00	492.46
10-552-675-00	202.38	28.59-	173.79
11-201-000-00	.00	15,950.63-	15,950.63-
11-220-000-00	144.31	.00	144.31
11-552-532-00	10,250.00	.00	10,250.00
11-552-534-45	250.00	.00	250.00
11-552-535-30	119.00	.00	119.00
11-552-537-01	76.28	.00	76.28
11-552-538-00	2,615.00	.00	2,615.00
11-552-538-10	927.50	.00	927.50
11-552-542-10	29.24	.00	29.24
11-552-548-10	472.50	.00	472.50
11-552-550-10	125.69	.00	125.69
11-552-595-00	409.96	.00	409.96
11-552-675-00	.40	.00	.40
11-552-679-00	530.75	.00	530.75
12-201-000-00	1,485.51	15,791.83-	14,306.32-
12-220-000-00	60.00	.00	60.00
12-552-532-00	10,250.00	.00	10,250.00
12-552-534-45	250.00	.00	250.00
12-552-535-20	.00	1,485.51-	1,485.51-
12-552-535-30	169.00	.00	169.00
12-552-537-01	76.26	.00	76.26
12-552-538-00	927.50	.00	927.50
12-552-542-10	29.25	.00	29.25
12-552-548-10	472.50	.00	472.50
12-552-550-10	125.69	.00	125.69
12-552-595-00	89.86	.00	89.86
12-552-675-00	429.99	.00	429.99
12-552-676-00	1,364.05	.00	1,364.05
12-552-731-00	1,285.23	.00	1,285.23
12-552-776-10	262.50	.00	262.50
Grand Totals:	<u>69,011.12</u>	<u>69,011.12-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Report Criteria:

Report type: Summary
 Check.Type = {<-} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Amount
05/24	05/23/2024	17219	VEMCO ELECTRICAL CONTRACTOR, INC	28.59-
05/24	05/21/2024	17224	EIDY EDUARDO GUADERRAMA	196.00
05/24	05/21/2024	17225	FAMILY SUPPORT REGISTRY	248.30
05/24	05/21/2024	17226	JOHN DEERE FINANCIAL	1,742.64
05/24	05/21/2024	17227	KRIS DONALDSON	196.00
05/24	05/21/2024	17228	HEATH CONSULTANTS, INC	530.75
05/24	05/24/2024	17230	ACE IN YOUR POCKET, INC.	885.80
05/24	05/24/2024	17231	AMERICAN ELECTRIC COMPANY	1,416.76
05/24	05/24/2024	17232	BERG, HILL, GREENLEAF, RUSEITTI LLP	392.00
05/24	05/24/2024	17233	CENTER CONSOLIDATED SCHOOL	2,266.79
05/24	05/24/2024	17234	CENTRAL PUMP COMPANY	262.50
05/24	05/24/2024	17235	CENTURYLINK	305.10
05/24	05/24/2024	17236	COLORADO RECYCLING LLC	2,000.00
05/24	05/24/2024	17237	COLORADO RURAL WATER ASSOCIATION	50.00
05/24	05/24/2024	17238	DANIEL VALADEZ	204.31
05/24	05/24/2024	17239	MICHAEL H TRUJILLO - PC	3,710.00
05/24	05/24/2024	17240	MIDWEST RADAR & EQUIPMENT	164.98
05/24	05/24/2024	17241	MOBILE RECORD SHREDDERS	107.97
05/24	05/24/2024	17242	O&V PRINTING	161.60
05/24	05/24/2024	17243	RG AND ASSOCIATES, LLC	920.00
05/24	05/24/2024	17244	S&S DISTRIBUTING, INC	9.00
05/24	05/24/2024	17245	SAN LUIS VALLEY REC	171.00
05/24	05/24/2024	17246	STUART C IRBY, CO	492.46
05/24	05/24/2024	17247	SUNRISE ENGINEERING, LLC	2,615.00
05/24	05/24/2024	17248	WALL, SMITH, BATEMAN INC.	41,000.00
05/24	05/14/2024	331243	CARD SERVICES	1,493.50-
05/24	05/16/2024	331247	CARD SERVICES	6,609.99
05/24	05/16/2024	331248	CARD SERVICES	824.08
Grand Totals:				65,960.94

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	10.99	20,918.52-	20,907.53-
01-213-000-00	248.30	.00	248.30
01-552-000-72	124.74	.00	124.74
01-552-532-00	10,250.00	.00	10,250.00
01-552-534-45	250.00	.00	250.00
01-552-535-30	119.00	.00	119.00
01-552-537-00	76.28	.00	76.28
01-552-537-30	766.79	.00	766.79
01-552-538-10	927.50	.00	927.50
01-552-542-10	29.24	.00	29.24
01-552-548-10	472.50	.00	472.50
01-552-550-10	125.70	.00	125.70
01-552-555-00	42.73	7.99-	34.74
01-552-555-10	2,885.80	.00	2,885.80
01-557-534-45	250.00	.00	250.00
01-557-535-30	628.04	.00	628.04
01-557-579-20	392.56	.00	392.56

GL Account	Debit	Credit	Proof
01-557-587-20	5.98	.00	5.98
01-557-587-50	30.98	.00	30.98
01-557-588-30	338.33	.00	338.33
01-557-596-00	190.29	.00	190.29
01-559-550-00	33.24	.00	33.24
01-561-534-45	250.00	.00	250.00
01-561-544-00	171.00	.00	171.00
01-561-595-00	274.97	3.00-	271.97
01-561-598-00	1,039.92	.00	1,039.92
01-561-623-00	17.95	.00	17.95
01-561-940-00	976.68	.00	976.68
06-201-000-00	.00	920.00-	920.00-
06-552-000-71	920.00	.00	920.00
10-201-000-00	28.59	13,905.05-	13,876.46-
10-552-532-00	10,250.00	.00	10,250.00
10-552-534-45	250.00	.00	250.00
10-552-535-20	568.00	.00	568.00
10-552-535-30	119.00	.00	119.00
10-552-537-10	76.28	.00	76.28
10-552-538-00	392.00	.00	392.00
10-552-538-10	927.50	.00	927.50
10-552-542-10	29.24	.00	29.24
10-552-548-10	472.50	.00	472.50
10-552-550-10	125.69	.00	125.69
10-552-595-00	492.46	.00	492.46
10-552-675-00	202.38	28.59-	173.79
11-201-000-00	.00	15,950.63-	15,950.63-
11-220-000-00	144.31	.00	144.31
11-552-532-00	10,250.00	.00	10,250.00
11-552-534-45	250.00	.00	250.00
11-552-535-30	119.00	.00	119.00
11-552-537-01	76.28	.00	76.28
11-552-538-00	2,615.00	.00	2,615.00
11-552-538-10	927.50	.00	927.50
11-552-542-10	29.24	.00	29.24
11-552-548-10	472.50	.00	472.50
11-552-550-10	125.69	.00	125.69
11-552-595-00	409.96	.00	409.96
11-552-675-00	.40	.00	.40
11-552-679-00	530.75	.00	530.75
12-201-000-00	1,485.51	15,791.83-	14,306.32-
12-220-000-00	60.00	.00	60.00
12-552-532-00	10,250.00	.00	10,250.00
12-552-534-45	250.00	.00	250.00
12-552-535-20	.00	1,485.51-	1,485.51-
12-552-535-30	169.00	.00	169.00
12-552-537-01	76.28	.00	76.28
12-552-538-00	927.50	.00	927.50
12-552-542-10	29.25	.00	29.25
12-552-548-10	472.50	.00	472.50
12-552-550-10	125.69	.00	125.69
12-552-595-00	89.86	.00	89.86
12-552-675-00	429.99	.00	429.99
12-552-676-00	1,364.05	.00	1,364.05
12-552-731-00	1,285.23	.00	1,285.23
12-552-776-10	262.50	.00	262.50

GL Account	Debit	Credit	Proof
Grand Totals:	69,011.12	69,011.12-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

PLANNING COMMISSION RECOMMENDATION

Recommend Variance Approval for 509 W 3rd St.

Property Owner: AnnaRae L. Martinez

Address: 509 W 3rd St., Center, CO 81125

Summary of Request (copied from Code Enforcer's Note):

The owners of 509 W. 3rd St. are requesting a variance because they found through a recent survey that their home and fence encroaches on the Town's right-of-way by 10.5 ft.

Note, however, that this home was placed on permanent foundations and that the fence and home have been in place for decades. Their reason for requesting a variance is that in order to be eligible for a home renovation loan, they need to get the permission of the Town of Center that their existing configuration (fence and property setbacks) is allowable.

Their proposed home renovation is internal only, meaning it will not impact their existing fence and property location. As such, this variance is not directly related to any new construction. Still, the staff felt it was most appropriate to bring this matter before the planning commission before providing any confirmation from the Town to any outside party that this was an allowable configuration.

Additionally, it should be noted that many neighboring homes, especially adjacent homes on 3rd St. west of White St. are out of compliance in the same way.

Summary of Planning Commission Recommendation:

The Center Planning Commission recommended that this variance request be approved at their meeting on May 20th, 2024. They did not attach additional stipulations. This decision was made after careful deliberation, including having the individual requesting the variance attend the meeting in person to answer questions.

Thank you!

ZONING APPLICATION
TOWN OF CENTER
P.O. Box 400, 294 South Worth
Center, CO 81125
(719) 754-3497

Property Owner AnnaRae L. MARTINEZ
Address 509 W. 3rd St
Telephone Number 719.480.3125
Project _____

New construction, addition, installation of mobile home, etc.

Application Fee \$50.00 _____

Property Legal Description

Lot(s) _____ Block _____ Subdivision _____ Road or Street X _____

State reason for variance request During a recent survey of the property a

10.5 ft. encroachment was discovered to the east of the home on White St. The home was placed in that location years ago and sits on a permanent foundation. I am requesting the town approve the 10.5^{ft} variance to be included in my property so that it can be properly filed with the county assessor.

DIMENSIONS OF PROPOSED STRUCTURE (MAXIMUMS)

Height _____ Length _____ Width _____ Floor Space (Sq. ft.) _____

THE FOLLOWING MUST BE ATTACHED

A SKETCH SITE PLAN DRAWN NEATLY ON A SHEET NO SMALLER THAN 8 ½ BY 11 INCHES SHOWING THE MAJOR DETAILS OF THE PROPOSED USE CONSISTING OF THE FOLLOWING IF APPLICABLE:

- LOCATION OF THE BUILDINGS AND STRUCTURES; OFF STREET PARKING AREA; OFF STREET LOADING AREA; SERVICE AND REFUSE AREAS; MEANS OF INGRESS AND EGRESS; MAJOR LANDSCAPING OR SCREENING PROPOSALS; PROPOSED SETBACKS; AND PERTINENT DIMENSIONS.

NO CONSTRUCTION IS TO BEGIN UNTIL THE LOCATION HAS BEEN INSPECTED AND YOU HAVE IN YOUR POSSESSION A SIGNED PERMIT TO BE POSTED. THE SETTING OF ANY FORM WILL CONSTITUTE THE START OF CONSTRUCTION.

HAS CONSTRUCTION STARTED YES _____ NO _____

ISSUANCE OF THIS PERMIT IN NO WAY RELEASES THE CONTRACTOR OR PROPERTY OWNER FROM RESPONSIBILITY TO COMPLY WITH THE REQUIREMENTS OF THE TOWN OF CENTER'S ZONING CODE. APPLICANT MUST CONFORM TO THE 1994 UNIFORM BUILDING CODE.

A. Martinez
Applicant Signature

Date 05/04/2024

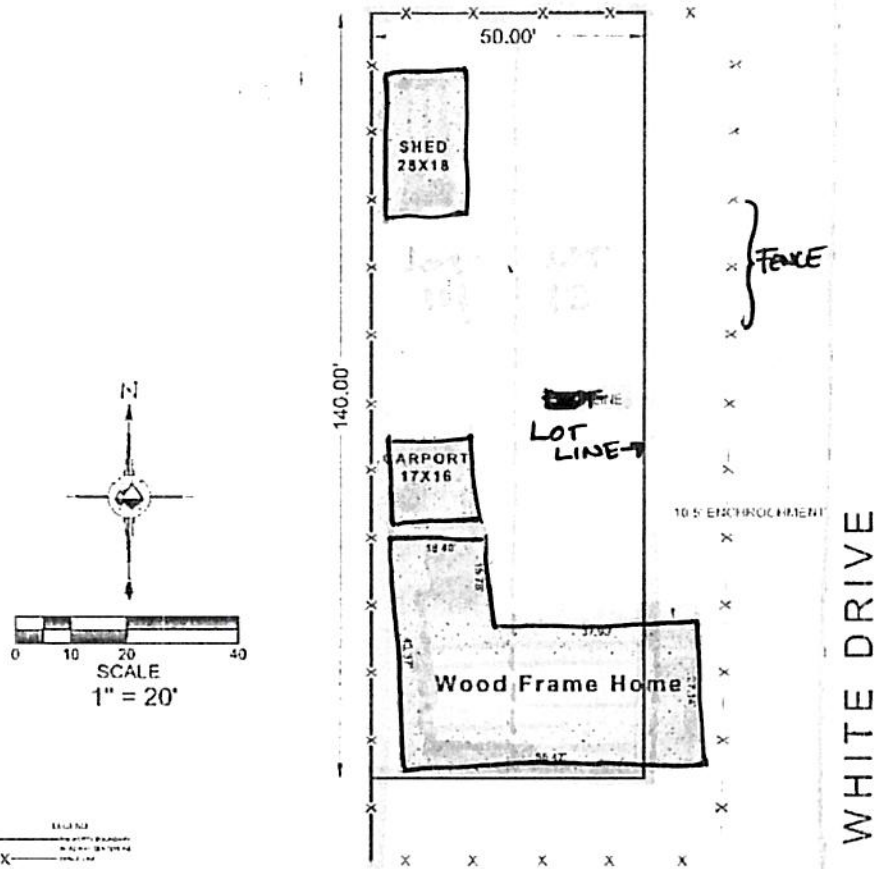
Building Inspectors Signature

Date _____

IMPROVEMENT LOCATION CERTIFICATE

LOT 13 AND 14 OF BLOCK 24
 JONES ADDITION TO THE TOWN OF CENTER,
 509 WEST 3RD STREET, CENTER, CO 81125

ALLEY



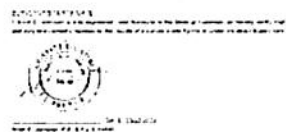
THIRD STREET

IMPROVEMENT LOCATION CERTIFICATE

I hereby certify that this Improvement Location Certificate was prepared for Alpine Title CO, that it is not a land survey plat or improvement survey plat, and that it is not to be relied upon for the establishment of fence, building or future improvement lines.

I further certify that the improvements located on the above described premises, on 02-26-2024, except utility connections, are entirely within the boundaries of the parcel, except as shown, that there are no encroachments upon the described parcel by improvements on any adjacent parcel, except as noted, and that there is no apparent easement crossing or burdening any part of said parcel, except as indicated.

This certificate does not constitute a title search by SUMMIT ENGINEERING CO. to determine ownership or easements of record.



SHEET 1 OF 1

SUMMIT ENGINEERING CO.
 ENGINEERS & LAND SURVEYORS



1317 STATE AVENUE ALABAMA CO 81121
 PH: 719.834.1468 FAX: 719.834.1463
 alpine@summiteng.com

DATE	DRAWN BY	CHECKED BY	JOB NO.
04-19-2024	CAC	A	2404116

NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM SUMMIT ENGINEERING CO.

Code Enforcer's Note: Variance Request at 509 W. 3rd St.

Summary of variance request:

The owners of 509 W. 3rd St. are requesting a variance because they found through a recent survey that their existing fence encroaches on the Town's right-of-way by 10.5 ft. Additionally, their existing home crosses the property line and also encroaches on the right-of-way within the fence.

Note, however, that this home was placed on permanent foundations and that the fence and home have been in place for decades. Their reason for requesting a variance is that in order to be eligible for a home renovation loan, they need to get the permission of the Town of Center that their existing configuration (fence and property setbacks) is allowable.

Their proposed home renovation is internal only, meaning it will not impact their existing fence and property location. As such, this variance is not directly related to any new construction. Still, the staff felt it was most appropriate to bring this matter before the planning commission before providing any confirmation from the Town to any outside party that this was an allowable configuration.

Additionally, it should be noted that many neighboring homes, especially adjacent homes on 3rd St. west of White St. are out of compliance in the same way.

PLANNING COMMISSION RECOMMENDATION
Recommend Variance Approval for 771 Wills St.

Property Owner: Della Duran

Address: 771 Wills St., Center, CO 81125

Summary of Request:

The owners of 771 Wills St. are requesting a variance because the edge of the permanent canopy structure they intend to build sits on a fence with the adjacent property. Meaning, this structure encroaches on the setback. The canopy is to be placed over their existing concrete pad. It will have no permanent enclosures on the sides, meaning it will not become an enclosed space. They are seeking a variance to get approval to build this structure.

Additionally, they have a letter from the neighbor stating that they are okay with the structure. The property owner has also agreed to ensure that drainage flows into their property, not the neighbors. Lastly, they have agreed that they cannot enclose the property permanently at any time in the future.

Summary of Planning Commission Recommendation:

The Center Planning Commission recommended that this variance request be approved at their meeting on May 20th, 2024. This variance first came before the Planning Commission at their April 15th, meeting. However, after careful deliberation, the planning commission recommended that they get agreement that the structure will not be permanently enclosed at any time, as well as recommended that the code enforcer verify the letter of consent from the neighbor. Both steps were taken successfully and the property owner came back before the commission at the May 20th meeting, where this variance was recommended for approval with the condition that no permanent enclosed sides be added at any point in the future.

Thank you!



Town Of Center

P.O. Box 400 • 294 South Worth • Center, CO 81125 • 719-754-3497(Phone) • 719-754-3379(Fax)

BUILDING PERMIT APPLICATION

UPDATED—07/07/2016

PERMIT NO. _____ DATE ISSUED _____ DATE EXPIRES _____

APPLICANT/PROPERTY OWNER Della Duran

MAILING ADDRESS PO Box 268

PHYSICAL ADDRESS 771 Wills St.

TELEPHONE NUMBER (719) 480-0138 - (719) 580-4532

CONTRACTOR(if applicable) _____

TELEPHONE NUMBER _____

ALL CONTRACTORS MUST BE LICENSED BY THE TOWN OF CENTER

TYPE OF PROJECT;

NEW CONSTRUCTION—ADDITION—MOBILE HOME—FENCE—DECK OR PATIO—REROOF—SHED—SIDING OR STUCCO—
OTHER Cover over existing

Concrete pad Casosy Cover over patio

RESIDENTIAL _____
COMMERCIAL _____

ZONING _____ PERCENTAGE OF LOT COVERAGE _____ PROPOSED USE _____

DIMENSIONS OF PROPOSED PROJECT,
HEIGHT 9' LENGTH 20' WIDTH 16' PROJECT SQ. FT. 320

WILL A STREET CUT BE NECESSARY FOR UTILITIES? NO

REQUIRES WATER _____ SEWER _____ GAS _____ Electrical _____
NEW SERVICE _____ UPGRADE _____ WATER METER _____ GAS METER _____

HAS CONSTRUCTION STARTED; YES _____ NO ISSUANCE OF THIS PERMIT IN NO WAY RELEASES THE PROPERTY
OWNER OR CONTRACTOR FROM THE RESPONSIBILITY TO COMPLY WITH THE REQUIREMENTS OF THE TOWN OF CENTER
AND THE STATE OF COLORADO FOR ORDINANCES, ZONING AND CURRENT INTERNATIONAL BUILDING STANDARDS

THE FOLLOWING MUST BE ATTACHED:

A SKETCH PLAN DRAWN NEATLY TO A SCALE OF 1/2 INCH=10 FEET ON A SHEET OF PAPER NO SMALLER THAN 8 1/2X11
INCHES SHOWING THE MAJOR DETAILS OF THE PROPOSED USE CONSISTING OF THE FOLLOWING, IF APPLICABLE



Town Of Center

P.O. Box 400 • 294 South Worth • Center, CO 81125 • 719-754-3497(Phone) • 719-754-3379(Fax)

1. LOCATION OF ALL BUILDINGS AND STRUCTURES
2. OFF STREET PARKING
3. OFF STREET LOADING AREAS
4. SERVICE AND REFUSE AREAS
5. MEANS OF INGRESS OR EGRESS
6. MAJOR LANDSCAPE AND SCREENING PROPOSALS
7. PROPOSED SETBACKS AND DIMENSIONS
8. EXISTING TREES AND BUSHES
9. ALL UTILITIES IF KNOWN

Included is a list for the building standards used by the Town of Center and its inspectors.

CURRENT (newest codes available)

1. IBC & IRC (International Building & Residential Codes)
2. IPC (International Plumbing Code)
3. IMC (International Mechanical Code)
4. IFC (International Fire Code)
5. IECC (International Energy Commission Code)
6. IFGC (International Fuel Gas Code)
7. ICC/ANSI A117.1 (Accessibility Code—ADA)
8. ASME (Boiler & Pressure Vessel Code)

It is the responsibility of the owner or contractor to provide this information to subcontractors for the standards they might need to bid projects so the current codes are followed.

I have read the conditions set forth in this application and agree and accept the responsibility to make sure that all entities involved understand all the codes and regulations as listed above..

Della Duman DATE 4-4-24
Signature of owner or contractor

Signature of Building Inspector

APPROVED _____ DENIED _____ FEE AMOUNT _____

Electrical Permit # _____
Plumbing Permit # _____

ZONING APPLICATION
TOWN OF CENTER
P.O. Box 400, 294 South Worth
Center, CO 81125
(719) 754-3497

Property Owner Della Duran
Address 771 Willis St.
Telephone Number (719) 480-0138
Project Patio Cover

New construction, addition, installation of mobile home, etc.

Application Fee \$50.00 _____

Property Legal Description

Lot(s) _____ Block _____ Subdivision _____ Road or Street _____

State reason for variance request _____

Permanent Canopy Cover over existing concrete pad

Even with Fence line on the south side of Property

DIMENSIONS OF PROPOSED STRUCTURE (MAXIMUMS)

Height 9' max Length 20' Width 16' Floor Space (Sq. ft.) 320

THE FOLLOWING MUST BE ATTACHED

A SKETCH SITE PLAN DRAWN NEATLY ON A SHEET NO SMALLER THAN 8 ½ BY 11 INCHES SHOWING THE MAJOR DETAILS OF THE PROPOSED USE CONSISTING OF THE FOLLOWING IF APPLICABLE:

- LOCATION OF THE BUILDINGS AND STRUCTURES; OFF STREET PARKING AREA; OFF STREET LOADING AREA; SERVICE AND REFUSE AREAS; MEANS OF INGRESS AND EGRESS; MAJOR LANDSCAPING OR SCREENING PROPOSALS; PROPOSED SETBACKS; AND PERTINENT DIMENSIONS.

NO CONSTRUCTION IS TO BEGIN UNTIL THE LOCATION HAS BEEN INSPECTED AND YOU HAVE IN YOUR POSSESSION A SIGNED PERMIT TO BE POSTED. THE SETTING OF ANY FORM WILL CONSTITUTE THE START OF CONSTRUCTION.

HAS CONSTRUCTION STARTED YES _____ NO X

ISSUANCE OF THIS PERMIT IN NO WAY RELEASES THE CONTRACTOR OR PROPERTY OWNER FROM RESPONSIBILITY TO COMPLY WITH THE REQUIREMENTS OF THE TOWN OF CENTER'S ZONING CODE. APPLICANT MUST CONFORM TO THE 1994 UNIFORM BUILDING CODE.

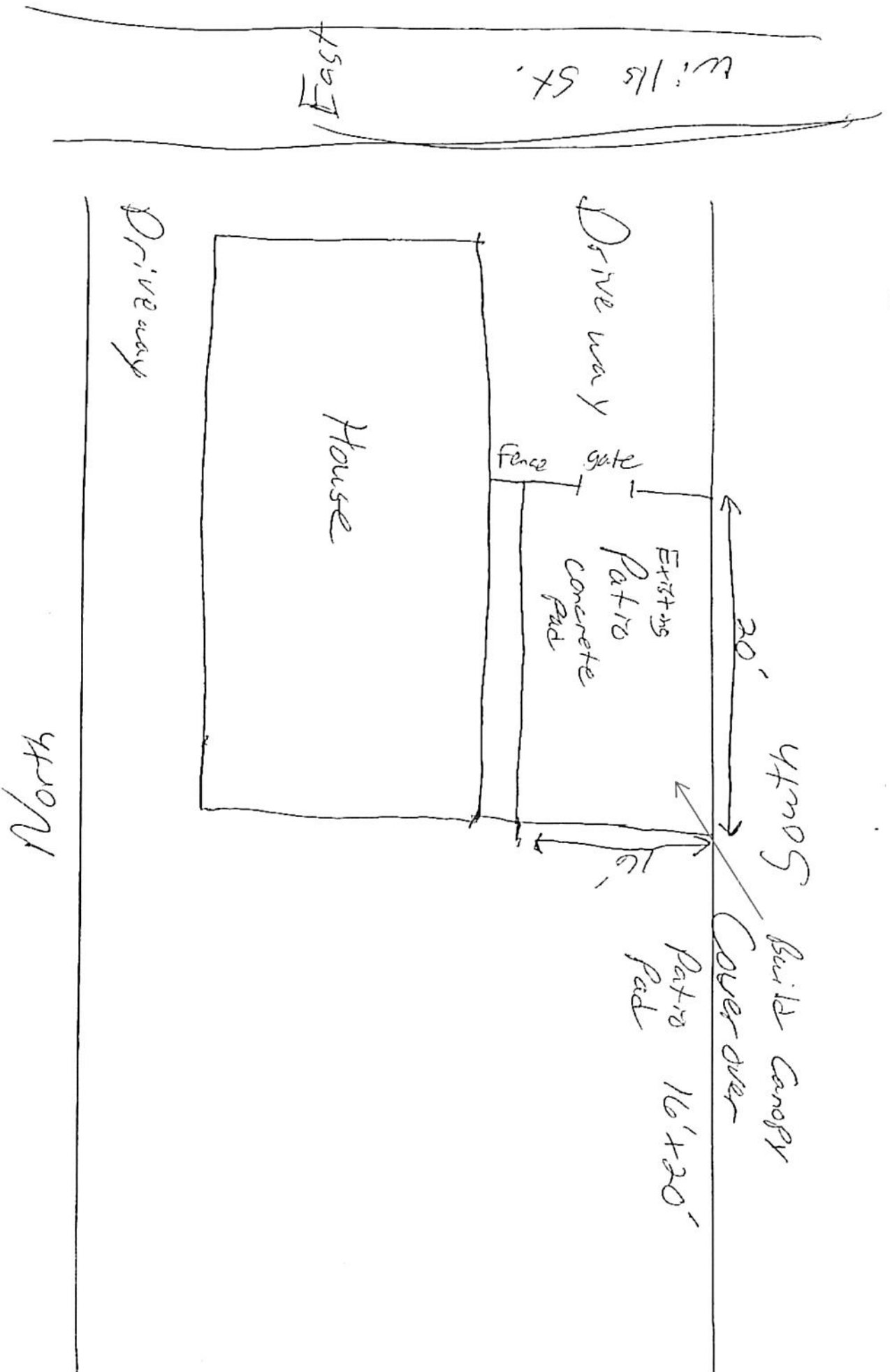
Della Duran
Applicant Signature

Date 4-15-24

[Signature]
Building Inspectors Signature

Date 4-15-24

Sketch of Property



April 15, 2024

To Whom it May Concern:

I don't have a problem with my neighbors Adrian Duran and Della Duran putting a canopy cover over the existing concrete patio they have in their yard. I do understand there will be two wooden poles against the fence line and it is permanent.

Thank you, *Martin Renteria*

Code Enforcer's Note: Variance Request at 771 Wills St. (Della Duran)

Follow Up Notes for 5/20/2024 Planning Commission Meeting:

Per the request of the planning commission, the code enforcer has followed up on the recommendations of the commission who tabled this variance request at the last meeting. First, the code enforcer received verbal confirmation from the neighbor that the proposed is okay and that they did write and sign the letter. Second, we received confirmation from the property owner that they approve of the requirement that they will not enclose or add permanent siding to the canopy. Third, we discussed the drainage and confirmed that it would drain onto the owners property, not the neighbors.

Review of the Town of Center's Organizational Structure:

INTRODUCTION

At this week's Town Council meeting, the trustees will review the current organizational structure of the Town of Center. We will discuss what this means for the powers of the individual trustees, the town administrator, and the staff. Additionally, we'll talk about how this organizational structure came to be and attempt to answer other questions relevant to the board and the public.

ORGANIZATIONAL STRUCTURE OF THE TOWN OF CENTER

I. Summary of Organizational Structure

The Town of Center is a statutory town. The elected Town Board and Mayor are the chief legislative and policy-making body of the Town. The Town Administrator, appointed by the Town Board, is the chief executive officer of the Town and is responsible for proper administration of the Town government in accordance with its policies, including the proper management of all employees. The Town Manager may delegate to Department Heads authority for administration most properly carried out at the departmental level.

II. More Detailed Breakdown of Organizational Structure

The following information is drawn and quoted from the *Town of Center Personnel Policies and Procedures Manual*, adopted September 6th, 2011 by the Center Board of Trustees.

Statutory Town: The Town of Center is a statutory town operating in accordance with Colorado Law (C.R.S. 31-4-301).

The Town Board: The Town Board is composed of six elected members and an elected Mayor, which is the legislative and policy-making branch of the Town government. They are the ultimate policy making authority for the Town of Center...The Town Board shall be responsible for the appointment of the Town Manager, Town Attorney, Chief of Police, Town Clerk, and Municipal Judge. (TOC Personnel Policies and Procedures Manual)

The Town Manager: The Town Manager is the administrative officer for the Town and responsible for the operation and management of all departments in accordance with the organizational structure. The Town Manager is appointed by the Town Board, is the Chief Executive of the Town, and is responsible for the proper administration of the Town government,

including the right to exercise all authority delegated within this policy. (TOC Personnel Policies and Procedures Manual)

Town Organizational Structure: The Town has a defined organizational structure which identifies all departments and associated working relationships. The Town Manager and Department Heads shall be responsible for the management of all employees and for providing a safe and productive work environment for all employees. All employees must understand the overall organization structure and the required chain of command associated with every position. All employees and their job output and personal contributions are essential for the efficient and effective operation of the Town. Proper training, effective planning and scheduling, execution of daily tasks and positive morale by all employees will lead to overall job satisfaction and recognition of a job well done. All employees contribute to organizational progress and overall work output and in order to maximize these gains it is essential that the organizational structure is understood and followed by all Town employees. (TOC Personnel Policies and Procedures Manual)

The following is a summary of relevant ordinances related to the existing organizational structure and management of the Town of Center

Summary of Ordinance No. 417 - Adopted by the Center Board of Trustees on September, 6th 2011

Title: An Ordinance Adopting an Organizational Chart and Establishing Appointments, Roles and Responsibilities for the Town Attorney, Town Clerk/Treasurer and Town Manager for the Town of Center, Colorado

This ordinance spells out the organizational chart and establishes the appointments, roles, and responsibilities for Town Attorney, Town Clerk/Treasurer, and Town Manager. It aligns with the Personnel Policies outlined above.

Additionally, it specifies a drawn organizational chart and provides a job description for the Town Manager. Its description states, "The Town Manager is appointed by the Town Board and serves the Town Board in accordance with the roles and responsibilities detailed in the job description" (Ordinance No. 417). This job description outlines that the Town Manager is "responsible for the enforcement of the laws and ordinances of the Town" and to "appoint, suspend, discipline, and remove all employees of the Town except for the Town Clerk and Town Attorney, subject to adopted personnel rules and regulations of the Town" and to "make appointments on the basis of executive and administrative ability and the training and experience of such appointees in the work which they are to perform", among several additional duties and responsibilities (Ordinance No. 417).

Summary of Ordinance No. 441 - Adopted by the Center Board of Trustees on December 4th, 2012

Title: An Ordinance Amending Ordinance No. 417 (An Ordinance Adopting an Organizational Chart and Establishing Appointments, Roles and Responsibilities for the Town Attorney, Town Clerk/Treasurer and Town Manager for the Town of Center, Colorado)

In 2012, this ordinance was made as an amendment to Ordinance No. 417. The Town Board of Trustees felt that there should be additional regulations for the Town Manager regarding the approval of employee wage increases. To summarize, this ordinance ensures that the Town Manager prepares a schedule of employee wage increases for review and approval by the Town Board prior to the annual employee review process. This was done due to a desire of the Board of Trustees for stricter review of wage increases for town employees.

Additionally, another very brief overview of our ordinances can be found in our codification. Including on our website or at this link: [Town of Center Codification](#)*

*Please note that this online codification was last updated in 2019 and that we are in the process of adding our more recent ordinances.

WHAT DOES THIS MEAN FOR BOARD MEMBERS?

The Town of Center Board of Trustees creates and adopts the policies that the Town Manager and employees carry out. For instance, the Town Board could commission a revision of our personnel policy and the allocation of responsibilities of the Town Administrator. However, due to our currently adopted policy, that means the Town Board has very limited involvement in the administration and management of personnel beyond the Town Manager, Attorney, and Clerk.

CIRSA, the Colorado Intergovernmental Risk Sharing Agency, who is our insurance agency and protects municipalities and government agencies like ours, puts out a handbook on Ethics, Liability, and Best Practices for Elected Officials. Chapter 1 of their handbook discusses the Oath of Office for elected officials. They state how respecting the allocation of responsibilities that a board member has is part of an elected official's oath. Thus, inappropriate involvement in administrative matters could be a violation of the oath. This would be the case if elected officials became involved in personnel matters outside of their direct reports according to our policy. That could become a liability for the Town and open us up to lawsuits to our detriment.

When in doubt, the Town can contact our Town attorney or our designated attorney with CIRSA to get assurances and counsel regarding appropriate actions in accordance with our own policies and state laws.

CONCLUSION

The Town of Center's adopted mission statement is that "The Town of Center, Colorado shall provide strong leadership, inspire community pride, maintain fiscal accountability and through its employees offer a high level of service to the residents, businesses, and visitors of the community." The Town does this by functioning in accordance with state laws and the policies created and adopted by the elected Town Council. The Town's employees are then charged with carrying out and ensuring compliance with these laws and policies, with a summarized goal of serving our community of Center.